



Business Office Specialist, Cer

Provider: Career Academy, Anchorage

Length: 30 Weeks

Cost: \$9,895

URL: www.careeracademy.net/main.htm

Number who completed this program in

FY 2005 - FY 2008: **180**

Was this program WIA Eligible in 2009? **Yes**

Emphasis is on business and technical skills such as the Microsoft Office Suite software, Office Procedures, Records Management, Business Law and Ethics, Business Accounting, and Payroll, QuickBooks, the Internet, Keyboarding, Desktop Publishing, Sales.

Related Occupations

Cargo and Freight Agents

Correspondence Clerks

Court, Municipal, and License Clerks

File Clerks

Human Resources Assistants, Except Payroll and Timekeeping

Information and Record Clerks, All Other

Insurance Claims and Policy Processing Clerks

Mail Clerks and Mail Machine Operators, Except Postal Service

Office and Administrative Support Workers, All Other

Office Clerks, General

Office Machine Operators, Except Computer

Order Clerks

Postal Service Clerks

Postal Service Mail Carriers

Postal Service Mail Sorters, Processors, and Processing Machine Operators

Procurement Clerks

Receptionists and Information Clerks

Shipping, Receiving, and Traffic Clerks

Weighers, Measurers, Checkers, and Samplers, Recordkeeping

Word Processors and Typists

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

Last updated: 27-Jan-10